

## Area Organizations

- Cumberland County Office of Employment & Training  
220 N. Laurel Street  
Bridgeton, NJ 08302  
Ph. 856-451-8920  
<http://www.ccoel.org>
- Cumberland County Office of Employment & Training  
One Stop Career Center  
275 N. Delsea Dr  
Vineland, NJ 08360  
Ph. 856-696-5660
- Workforce New Jersey  
(NJ Employment Service)  
275 N. Delsea Dr  
Vineland, NJ 08360  
Ph. 856-696-6600
- Workforce New Jersey  
(NJ Employment Service)  
40 E. Broad Street  
Bridgeton, NJ 08302  
Ph. 856-453-3900
- Cumberland County Library Computer Training Center  
800 E. Commerce Street  
Bridgeton, NJ 08302  
Ph. 856-453-2210

Computer assistants help with job searching and resume writing skills.

Mon.-Wed. 10 am—8 pm  
Thurs. & Fri. 10 am—5 pm  
Saturday 10 am—4 pm



For more information about library resources and services contact these CLUES libraries:

Bridgeton Free Public Library 856-451-2620

Cumberland County Library 856-453-2210

Cumberland County College Library  
856-691-8600

Millville Public Library 856-825-7087

Vineland Public Library 856-794-4244

Beth Israel Community Library 856-691-0852



For questions or comments about this brochure contact  
Millville Public Library  
[maryjanesh@clueslibs.org](mailto:maryjanesh@clueslibs.org)

Updated 10/18/2004

# CLUES

Cumberland Libraries United Electronic System  
<http://www.clueslibs.org>

## Job Search Resources



**CLUES Catalog**

**Subject Headings**

**Reference Books**

**Circulating Books**

**Online Databases**

**Websites**

**Area Organizations**

CLUES provides a variety of materials that can be accessed from your school, your local Branch library, or your computer at home



Getting there...

The CLUES homepage is located at:

<http://www.clueslibs.org>

### Accessing the CLUES Catalog...

- Click on **Search Catalog** on the green toolbar.
- Next, click **Quick Search** under **Welcome to the CLUES Web Catalog**.
- To begin searching, type a word or phrase in the search box under **Quick Search**.
- Select an option by clicking the down arrow to the right of the **words or phrase box**.
- Select a library to search by clicking the down arrow to the right of the **Library box** or select **ALL** to include all CLUES libraries in the search.
- **Click Search**.
- Useful subjects for search include:

**Career changes**  
**Career education**  
**Career development**  
**Job Hunting**  
**Job Vacancies**  
**Resume Writing**

## Reference Books

- *Big Book of Jobs*  
Millville & Vineland
- *Career Information Center*  
Cumberland County
- *Encyclopedia of Careers and Vocational Guidance*  
Vineland
- *Occupational Outlook Handbook*  
Bridgeton, Cumberland College, Cumberland County, Millville & Vineland

## Circulating Books

- *The Best Jobs for the 21st Century*  
Bridgeton, Cumberland College, Cumberland County, Millville & Vineland
- *Guide to Internet Job Searching*  
Cumberland County, Millville & Vineland
- *Job Search Letters That Get Results*  
Cumberland County & Vineland
- *Resumes That Knock 'Em Dead*  
Bridgeton, Millville & Vineland

## Online Databases

- *Learn-A-Test*  
Provides an interactive learning platform of of practice tests and tutorial course series designed to help patrons succeed in their job search.

## Accessing Learn-A-Test in CLUES

- Under "Resources", click on "Research Databases".
- Click "View Master List of Libraries".
- Scroll to "Test Preparation".
- Click on the appropriate library access.
- Enter Username and password:
- Enter Password—**Watson**

## Learn-A-Test continued.....

**Username - Sherlock**  
**Password - watson**

- Click on "Learn-A-Test".
- Click on "New User" and create a user-name and password of your choice.
- Click "Continue".
- Scroll down to "Job & Career Success Skills" and click on topic of interest.

## Websites

- *Workforce New Jersey*  
<http://www.wnjp.in.state.nj.us>  
Provides jobs available in the state and support for existing jobs.
- *The NJ Department of Personnel (Civil Service)*  
<http://www.state.nj.us/personnel>
- *The NJ Department of Corrections*  
<http://www.state.nj.us/corrections>

Applications for the law enforcement test are available every January at both the Personnel and Corrections web sites. Study guides for the exam are available at the Cumberland County, Millville and Vineland Libraries.



- *America's Job Bank*  
<http://www.ajb.org/nj>  
Thousands of jobs are posted daily by employers.
- *FedWorld Federal Job Search*  
<http://www.fedworld.gov/jobs/jobsearch.html>  
Provides federal jobs available.